

Chief, Management Staff

12 December 1958

Chief, Records Management Staff

Weekly Report for Week Ending 10 December 1958

I. Contributionsa. Tangible

- (1) Completed five new and revised forms. Two of these are for the Supply Division; one is a 4 part carbon interleaved form which eliminates the old method of assembling cut sheets and carbons. Considerable time will be saved in the use of these revised forms.
- (2) Five forms were made obsolete.
- (3) Approved two revisions in the GRR Records control Schedule.
- (4) Six offices transferred 95 cu. ft. of inactive records to the Center. Thirty-nine cu. ft. of records were burned, leaving 1070 cu. ft. to be [REDACTED] 25X1A13b
- (5) Completed the special project for the Security Staff assigned to the New Building.

The report which we sent to the Chief of Physical Security Division outlined 19 specific accomplishments. Some of the principal results were design of nine new forms, establishment of a filing system, preparation of operating procedures, assistance in obtaining filing equipment and supplies from surplus property of GSA without cost to the Agency, and making necessary arrangements with the Interior Assignment Branch to do considerable clerical work in establishing files.

b. Intangible

- (1) Met with representative [REDACTED] and worked out agreements to establish [REDACTED] as the supply source of Agency forms for all [REDACTED] and stations in the HRA Area. 25X1A6a

2. Assignments - Active

a. Forms

(1) Eighteen revised and 15 new forms in process.

(2) Printing Services Division Survey.

25X1C4a

(3) Reduction in [REDACTED] requirements for forms.

25X1A8a

Office of Security, [REDACTED] agreed

25X1C4a

[REDACTED]  
savings in shipping costs.

(4) Revision of Travel Order. DD/P has advised that their comments will be sent to us soon.

(5) Teletype Dissemination Information Reports and Systems.

25X1C4a

(6) Revision of [REDACTED] Form.

(7) Improved Management of Stocked Forms. See 1.b.(1).

b. Shelf Filing

(1) Office of Personnel.

(2) IR/OCR. Delivery of equipment scheduled for next week.

(3) Acquisition Branch Library/OCR.

(4) Map Library Division/OCR.

(5) Office of General Counsel. Proposed plan for Law Library being prepared.

25X1A6a

(6) [REDACTED] Office/Contact Division.  
specifications for construction and procurement of equipment developed.

25X1C4a

(7) EE Division/DD/P. Division accepted proposal for use of Shelf Filing to store case files, field reports, [REDACTED]. Proposal will be furnished to the Area Records Officer/DD/P.

Project coordinated with OCM/DD/P.

- (8) Executive Secretary/FE/DD/P. This project brought to our attention by Physical Security Division and has been coordinated with [REDACTED]. It involves shelf filing, securing an area, installing an ADT System and the use of specialty type equipment for files.

25X1A8a

25X1A2e

- (9) Office of Security/ Building 13. Tentative plans for a shelf filing system approved by Physical Security Division. This installation will save about 60% of floor space and release 35 pieces of filing equipment (nine safes and 26 file cabinets).

c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files. Additional installations being made.
- (2) [REDACTED]
- (3) Office of Communications/ [REDACTED]
- (4) Office of Personnel/Contract Personnel Division.
- (5) Special Planning Assistant/DD/S. Started review of files. A file system, records control schedule and Vital Materials Deposit Schedules will be prepared.

25X1A6a

d. Audit and Revision of Records Control Schedules.

- (1) Medical Staff. Revised schedules for the Psychiatric and Technical Divisions submitted for concurrence.
- (2) OCR. Review of schedule in process.

e. Special Projects

- (1) Security Staff, New Building. See 1.a.(5).
- (2) Headquarters File Cleanup Campaign.
- (3) Review of OER Clerical Training in Filing Systems. Monitored the course in Interim Assignment Branch. Proposals for modifications will be made.

f. Vital Records

25X1A9a

- (1) Discussion held with Mr. [REDACTED] OCR/Library on need to improve index card file at the Depository.

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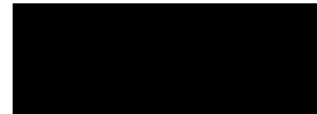
3. Assignments - Inactive

- a. OSI-Subject-Murric Files Installations.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.

4. How

How

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